



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

10110

B214

6 Dec 11

From: Base Food Service Officer

To: Distribution List

Subj: MEALS-READY-TO-EAT (MRE's) PROCEDURES

1. The following is Food Service Branch procedures for issuing MRE's:

a. Units requesting MRE's will use the Quantico website; click on MCBQ Activities; Food Service Branch; Special Meal Requests.

b. The request must be completely filled out and signed by the authorizing officer or senior SNCO (GySgt or above).

c. All requests must be electronically submitted to the Operations Section of Base Food Service Branch at mccdc meal request@usmc.mil. MRE requests must be submitted seven working days in advance. Emergency requests will be accepted no later than three working days in advance.

d. MRE's will be issued on Monday, Wednesday and Friday between the hours of 0730-1630.

2. The point of contact concerning all MRE matters is GySgt Allen, Operations Chief at 703-432-0283 or Sgt Nelson at 703-784-2116.

L. D. WRIGHT

Distribution:

AC/S, G-4

S-4, HQSVCBN

S-4, MCAF

S-4, SCTYBN

S-4, OCS

S-4, INSTBN

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